

Position: Sugar Land Summer Camp Manager, Education Department

Status: Part Time, Hourly, Nonexempt, \$22 per hour, Seasonal: May 27-August 8, 2025*

Job Summary:

HMNS has earned the reputation as one of Houston’s top summer enrichment experiences. A robust program covering a wide range of science and social studies topics that are geared for children ages six to twelve. Summer Camp 2025 is scheduled May 28 to August 8 at the main campus in Hermann Park, and from May 29 to August 6 at our Sugar Land location. Virtual camps are also offered. The complete catalog is available [here](#) online.

The Sugar Land Camp Manager is responsible for the Summer Camp operations at our site in Fort Bend County. This individual is responsible for communication with parents, campers and camp staff. The Camp Manager is responsible for coordinating with the Summer Camp team at our main campus in Hermann Park and managing supplies and the needs of the Sugar Land Teachers and Teaching Assistants. This position monitors the Before Camp and After Camp classroom with a Teaching Assistant.

This position provides experience in non-profit program management in a museum environment.

*This is a part-time position (35 hours per week): Mondays 7:30 a.m. to 5:30 p.m.; Tuesdays-Fridays 9:00 a.m. to 5:30 p.m., May 27-August 8, 2025.

Essential Job Duties and Responsibilities:

- Communicate with parents about any issues or situations that may arise in camp, such as injuries, sickness, forgotten lunches, disputes between campers, weather issues, etc.
- Coordinate and problem solve with Teachers and Teaching Assistants regarding classroom materials and logistics
- Assist with weekly camper check-in on Monday mornings which includes verifying campers’ health forms and Sugar Land Summer Camp registration
- Assist with daily camper check-in and check-out which includes verifying IDs for each parent/guardian picking up a camper
- Monitor the Before Camp and After Camp classrooms
- Organize and distribute materials to classrooms. Check supply lists and confirm each classroom has the required supplies
- Manage weekly supply refill with Camp Collections Manager
- Submit daily time sheets to Summer Camp Director
- Other duties as assigned

Knowledge, Skills and Abilities:

- Excellent written and oral communication skills
- Commitment to providing stellar customer service, for both internal and external customers
- Enjoys problem-solving
- Detail-oriented
- Background in or experience with science

- Background in education
- Experience in Summer Camp at HMNS
- Working knowledge of Microsoft Office software

Requirements:

- Able to lift and carry up to 40 pounds
- Arrive to work on time
- Access to reliable transportation
- Comply with the museum's Health & Safety Protocols outlined in training

Perks of Working at HMNS Include:

- Free access to museum exhibits, Butterfly Center, Burke Baker Planetarium, Giant Screen Theater and satellite facilities
- Discounted programming including museum summer camp
- Free staff parking
- Staff discount in the Museum Store

Application Instructions:

Send resume and letter of interest to jobs@hmns.org by March 28, 2025

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.

HMNS at Sugar Land, 13016 University Blvd, Sugar Land, Texas 77479
Houston Museum of Natural Science, 5555 Hermann Park Drive, Houston, Texas 77030